



Fuel Tech Job Description

Job Title: Fuel Tech

Reports to: Shop Foreman/Director of Transportation

Dept./School: Transportation

Primary Purpose:

Perform daily cleaning and service of buses and vehicles.

Qualifications:

Education/Certification:

Not specified

Special Knowledge/Skills:

Some knowledge of automotive mechanics

Ability to visually inspect and service vehicles

Ability to operate equipment and tools involved in servicing vehicles

Experience:

None

Major Responsibilities and Duties:

Service

1. Perform visual inspection of vehicles and report any defects or repairs as needed.
2. Fuel buses and maintain accurate record of use of fuel and mileage of vehicles.
3. Check tire air pressure and fill as needed.
4. Check oil and other fluid levels and replace fluids as needed.
5. Clean outside of bus including glass, lights, and mirrors.
6. Sweep and clean inside of buses as needed.
7. Maintain accurate, updated records of preventive maintenance.

Safety

8. Operate tools and equipment according to established safety procedures.
9. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.



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10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Operate buses and vehicles as needed, including driving buses into shop area for work.

Supervisory Responsibilities:

None.

Equipment Used:

Small hand tools, power washer equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____